

School of Business and Education- Department of Academic Upgrading

COURSE OUTLINE – Fall 2025

EN0110 (EC): English Grade 10 Equivalent – 5 (7.5-0-0) HS 112.5 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: LESLEY BRAZIER **PHONE:** 780-539-2727
OFFICE: B301B **E-MAIL:** LBrazier@nwpolytech.ca
OFFICE HOURS: Email to set an appointment.

CALENDAR DESCRIPTION:

In this course, students work to improve their reading comprehension by studying various genres including short stories, drama, poetry, and nonfiction. There will be opportunities for both oral and written expression (paragraphs and essays) with a focus on mastery of punctuation, grammar and sentence construction.

PREREQUISITE(S):

- Complete 1 of the following:
 - EN0090 – Basic English III (5)
 - Equivalent English placement test score

COREQUISITE(S): NA

REQUIRED MATERIALS:

- John Wyndham's novel *The Chrysalids*
- William Shakespeare's play *Macbeth*
- Binder with loose leaf or notebook
- Personal computer/tablet with keyboard for course access and student work



Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less – \$16 USD

61-120 minutes – \$25 USD

121 – 180 minutes – \$31 USD

DELIVERY MODE(S):

- EN0110 (EC) will be delivered asynchronously (fully online) in Fall 2025 semester. Asynchronous (online) courses are delivered online through NWP's learning management system. There are no set class times and students attend remotely and when it works best for them.
- Students will be using My-Class, an NWP learning management system, to access course materials and to view their progress.

LEARNING OUTCOMES:

- The study of English Language Arts empowers students to understand and appreciate literature as well as the world around them. It enables students to understand and appreciate language and to use it confidently for a variety of purposes. The following learning outcomes are interrelated and interdependent:
 - Explore thoughts, ideas, feelings, and experiences.
 - Understand literature and other texts in oral, print, visual and multimedia forms, and respond personally, critically, and creatively.
 - Collect and manage ideas and information.
 - Create oral, print, visual and multimedia texts, and enrich the clarity and artistry of communication.
 - Respect, support and collaborate with others in learning
 - Read and respond to a variety of writing including current events, fiction, and poetry.
 - Understand that writing has many purposes that are applicable to life in and out of school.

Please see Alberta Education's [English Language Arts Grades 10-12 Program of Study](#), particularly the 10-1 general and specific outcomes, for further information regarding this course's objectives and learning outcomes.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page [Transfer Alberta](#)

** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

- Assignments (this grade category includes discussion forums and completion of novel & play study guides etc.) 5%
- Articles of the Week 15%
- Weekly Quizzes/Unit Tests 20%
- Written Assessments/Presentations 30%
- Final Exam 30%

GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

- September 2nd, 2025: Department orientation.
- September 3rd, 2025: First day of class.
- September 12th, 2025: Last day to add/drop course, pay tuition fees, and opt out of health/dental plan.
- September 30th, 2025: No class for National Day for Truth and Reconciliation.
- October 13th, 2025: No class for Thanksgiving.
- November 10th-14th, 2025: No classes for Fall Break.
- November 11th, 2025: No class in lieu of Remembrance Day (Fall Break)
- November 28th, 2025: Last day to withdraw from the course.

- December 11th, 2025: Last day of class.
- December 13th-23rd, 2025: Final examination period. Final examination date/time will be set by the registrar's office mid-semester.

Students will consult My-Class for monthly and weekly overviews; this will ensure that students keep up with course readings and assignment deadlines throughout the semester. Important information related to the course will be communicated to the students via course announcements and NWP emails. Students are expected to check D2L/My-Class, and their NWP emails every 1 to 2 days, except for fall break and weekends, to ensure they are up to date.

Each week of the semester, except for Fall break, on Mondays, I introduce Sentence of the Week, Article of the Week, and any other weekly readings or written assessments/presentations that will be covered in the upcoming week. On Fridays, students will complete/submit their Article of the Week, Weekly Quiz, and other assessments if applicable.

STUDENT RESPONSIBILITIES:

- Refer to the NWP's Policy on [Student Rights and Responsibilities](#).
- The purpose of this course is for students to learn to read critically and write clearly. My aim is for students to improve upon their core literacy skills such as reading, writing, listening, speaking, viewing, and representing. Students are expected to demonstrate academic integrity in their work. This means that students should be completing their weekly readings and submitting work that has been authentically produced or created by themselves.
- The Academic Upgrading Department is an adult education environment. Students are expected to show respect for each other as well as faculty and staff. Students are expected to participate fully in achieving their educational goals.
- Students are required to check the D2L/My-Class learning management system and NWP email every 1-2 days, excluding weekends and fall break. This will ensure that students stay informed concerning course updates, readings, and announcements. It is the responsibility of the student, not the instructor, to print off readings and assignments from My-Class as necessary.
- Students should respect and adhere to assessment deadlines and in-class assessment dates. Late assignments will be penalized 2% per day. Last-minute requests for extensions will not be granted unless medical/or other professional documentation can be provided. I will not accept any late assignments after I have handed back marked assignments to the class (Turnaround time for marked assignments is usually one-two weeks).

- Students are expected to adhere to Modern Languages Association 9 (MLA) citation and formatting style for written assessments and presentations. This means that in-text citations and Works Cited must be included if external tools and sources are used in their work.
- Generally, students should not rely on Artificial Intelligence in the production of their test/exam responses, discussion posts, written work, and presentations. If the instructor has concerns regarding plagiarism, cheating, or inappropriate use of Artificial Intelligence in students' work, such instances will be treated seriously and in adherence to NWP's policies and procedures regarding academic misconducts.
- Students will receive a mark of 0% if they miss a test/exam and have not notified the instructor in advance. If students must miss a test/exam, they should contact the instructor before the test deadline (as soon as possible) via email. They may be asked to provide documentation to justify their absence.
- Please communicate with me via email for booking office appointments and other communication or requests. Email is the fastest and most efficient way to get a hold of me. I will respond to email communication within 24-48 hours. Students can book virtual, telephone, or in-person office appointments as required throughout the course.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

Additional Information:

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.



- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.



This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.